

**Minutes Of The
Original Highlands Plan Task Force Meeting
Of August 17, 2005**

Location: St. Brigid Catholic Church

Time: 6:00 PM

Task Force Members Present:

John Riddick, Jr.
David L. McGinty
Ralph S. Bridgers, Jr.
Sarah A. Anderson
Chuck H. Burke
Vivian M. Knox-Thompson
Anthony J. Urbaites
John A. Thomas
Rev. Donald R. Goetz
Mark A. Rose
Christopher E. Ward

**Staff and/or Consultants
Present:**

Kendal Baker, AICP, PDS
Chris French, AICP, PDS
Steve Sizemore, Planner I, PDS
Beth Jones, Intern, PDS

Others Present:

Ted Haddox

Agenda Item No. 1 – Introduction of Task Force

Kendal Baker welcomed the task force members to the first meeting and thanked them for their participation in the planning process. Mr. Baker introduced the other staff members present and requested the task force members introduce themselves.

Introductions were subsequently made by each task force member present as well as others in attendance.

Agenda Item No. 2 - Election of Secretary

Mr. Baker asked for a volunteer to serve as the secretary for the group. The role of the secretary is to work with PDS staff and/or the consultant to ensure the accuracy of the minutes for each task force meeting.

Agenda Item No. 3 – Presentation – Neighborhood Plan Process

Mr. Baker presented a power point presentation on the neighborhood plan process also fielded questions from the task force on such issues as the role of the task force in the process, the length of the process, the status of other plan and the purpose of neighborhood plans.

Agenda Item No. 4 – Study Boundary Discussion

Steve Sizemore presented a base map for discussion of setting a study boundary for the neighborhood plan. PDS fielded questions on the purpose of setting the boundary and discussed the existing boundary, past boundaries (known to the neighborhood), areas that impact the neighborhood, or areas considered as theirs. This led to delineating areas beyond the existing boundary which covered areas within adjacent neighborhoods. The task force agreed that properties on the opposite side of the street from the principle commercial corridors (Baxter, Broadway, Barret) should be included in the study. Once there was consensus on the boundary, a subcommittee was established to contact representatives in the adjacent neighborhoods in order to communicate the intention of the study. Those individuals and their neighborhood include:

Chuck Burke – Phoenix Hill
Vivian Knox-Thompson – Germantown
John Riddick – Tyler Park
Anthony Urbaites – Paristown Pointe
Aaron Thomas – Cherokee Triangle

Agenda Item No. 5 – Consultant Selection Discussion

Chris French discussed the issue of consultant selection and acknowledged that PDS staff had narrowed down the consultant list from four to three based on such factors as cost and process.

The task force asked for more information on the funding mechanism for the consultant.

Mr. Baker explained that the funding for plans is based on matching funds. PDS pays half of the plan costs, while the neighborhood and councilperson pays the other half of the cos.

Mr. French stated that staff would like a sub-committee of the task force be created to meet with each consultant and report back to the full task force. Mr. French asked for four to five volunteers, the following individuals volunteered:

Ted Haddox
David L. McGinty
John c. Riddick, Jr.
Ralph S. Bridgers, Jr.
Sarah A. Anderson

Agenda Item No. 6 – Timeline Discussion

Mr. French discussed the proposed timeline based on the third Wednesday of each month. Mr. French noted that no meeting would be scheduled in December because of the holidays. The committee by consensus agreed to the timeline and to the 6 PM start time.

Reverend Goetz stated that he thought St. Brigid would be available but he would confirm that.

Adjournment

The meeting adjourned at approximately 7:30 p.m.

CW
Secretary